



Police Department

400 Main Street
Cottage Grove, OR 97424

Phone (541) 942-9145

Fax (541) 942-4310

www.cgpolice.org

TRESPASS LETTER OF CONSENT

****This program is only for addresses within the City limits of Cottage Grove.****

WHAT IS A TRESPASS LETTER OF CONSENT? HOW WILL IT BE USEFUL TO ME?

A Trespass Letter of Consent (TLC) is a specifically worded, legal document which allows a police officer to take enforcement action, on your behalf, without contacting you first.

Police officers do not have the authority to go onto private property and remove individuals or request them to leave without the consent of the property owner. If an officer observes someone on private property, when the business is closed, or a problem is called in by someone who does not have the authority to sign a trespass complaint, CGPD must then contact the person who is legally responsible for the property. A Trespass Letter of Consent gives Cottage Grove Police officers permission to act on the property owner's/manager's behalf, in trespass situations.

Officers who observe trespassers on private property can then immediately address the problem, rather than be delayed in acting or be unable to take action at all.

WHAT IS THE LAW REGARDING TRESPASSING IN COTTAGE GROVE?

A person commits the crime of Criminal Trespass if the person enters or remains unlawfully in or upon a premises when such premises is not open to the public, or the person fails to leave premises that are open to the public after being lawfully directed to do so by the person responsible for that location.

WHAT ELSE DO I NEED TO DO?

In addition to filing the trespass letter, your property **must** be posted with "No Trespassing" signs. These signs should not include any language directed at loitering as there is no law that can be enforced regarding loitering at this time.

WHAT HAPPENS NEXT?

Should an officer respond to your property, he/she will be notified by dispatch if there is a Trespass Letter of Consent filed on the property. Once the letter has been confirmed, the officer will take the appropriate action.

WHAT HAPPENS IF I CHANGE MY MIND OR SELL MY PROPERTY?

You may revoke your Trespass Letter of Consent at any time. Simply notify us of your wishes in writing or send a email to (***CSO Nelson cnelson@cgpolice.org 541-942-9145 x264***) and your letter will be removed from the records. Although trespass letters have no expiration date, if the status of the property changes in any way, we ask that you notify us as soon as possible and arrange for your trespass letter to be updated.

COMPLETED FORMS CAN BE RETURNED TO:

In person, mailed or faxed to: Community Service Officer Cherie Nelson
Cottage Grove Police Department
400 E. Main Street
Cottage Grove, OR 97424
Fax: (541) 942-4310

